

Chief, Travel Branch, Fiscal Division

10 May 1962

Acting Chief, Fiscal Division

Errors in Transportation Charges

1. Occasionally travelers are asked to purchase tickets for cash, for security reasons, although they are travelling on vouchered funds.

2. In a few instances it has been noted that the transportation agency overcharges the traveler and such overcharge is not ascertained until the voucher is being audited. Since securing a refund under such circumstances involves considerable expense the audit policy of this office, effective immediately, is that overcharges under \$5 will not be disallowed and the traveler's request for reimbursement will be approved.

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Distribution:

- Orig. & 1 - Addressee
- 1 - Deputy Comptroller
- 1 - Fiscal File
- 1 - FPB

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